




Ch/G Staff Meeting
19 November 1957
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Chief/G</u>	<u>Action required of Divisions</u>
1.	Work up draft of Promotion Regulation	
2.		Each division chief is to make close examination of all work to insure best expenditure of manpower. <u>Ch/D/GC to prepare memo to OBI</u>
3.		Each division chief to discuss with his people.
4.		NONE REQUIRED 25X1A9a
5.	25X1A9a	 to give full information on position to 
6.	 to invite AD/RR.	25X1A9a

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 19 NOVEMBER 1957

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PRESENT: [REDACTED]

25X1A9a 1. Simplification of the Memo Accompanying Promotion Actions

[REDACTED] reported that he had inquired into the possibility of simplifying the memo accompanying promotion actions, as discussed at the Ch/G Staff Meeting on 15 October 1957 (Item 18). As a result, Ch/G has been asked to prepare a revision of the present ORR Regulation 20-5/1, ORR Promotion Policies and Procedures, incorporating any suggestions he has for simplification of the memo. The group discussed this, and suggested that perhaps the items covered could be limited to "Time in Grade" and a statement to the effect that the individual has been performing at the grade level to which he is being promoted for a stated period of time. It was further suggested that, if this were sufficient, it might be desirable to eliminate the memo entirely and enter this information under the "Remarks" column on the Form 1152. If this information is not sufficient for the higher grade jobs, perhaps it might be used for the lower grades (say through GS-11), with a memo covering additional points required for the higher grades.

25X1A9a 2. Examination of Expenditure of Manpower

[REDACTED] asked that each Division Chief make a rather close examination of all of the work going on within his unit to make certain that it is the best expenditure of manpower in terms of what we have to do and should do. The Division Chiefs were reminded of their responsibility of stimulating their Branch Chiefs to look critically at operations and to see that anything superfluous, or which has outlived its usefulness, be done away with. [REDACTED] brought up 25X1A9a a specific item in connection with the NIS which required considerable work by his division which seemed out of proportion to the value derived from the finished product. [REDACTED] asked that he prepare as objective a memo as possible, pointing out serious doubts his division has about the value of this work.

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3. Essential Items of Management and Administration

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██████████ discussed some essential facts of management and administration. As administrators we should: (a) have wholesome concern for everyday happiness of individuals; (b) instill in them the sense of belonging to a wholesome endeavor; (c) given them a sense of accomplishment and contribution to the total effort. We should be open and above board on all matters; refrain from secret pacts, attack rumors and let truth be known. We cannot afford to lower our standards. The administrator must constantly strive to utilize fundamental values in human relations. Be vitally concerned about everything that goes on in your outfit. Stop people from agitating; don't let them spread their gripes and discontent. Amount and quality of production definitely correlated to employee attitudes, job satisfaction and morale. ██████████ asked that the Division Chiefs consider these basic facts carefully and talk to their people about them--at least with first-line supervisors.

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6. Briefings by D/GG Branch Chiefs

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██████████ announced the next two briefings to be given by his Branch Chiefs. The first will be held on Friday at 3:30 p.m. in Room 1006 "M", subject: Soviet Penetration in the Middle East. The second will be held on Tuesday at 3:30 p.m., subject: "Selection of Guided Missile Launching Sites in the USSR". Dr. Guthe will be invited to attend these briefings.

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